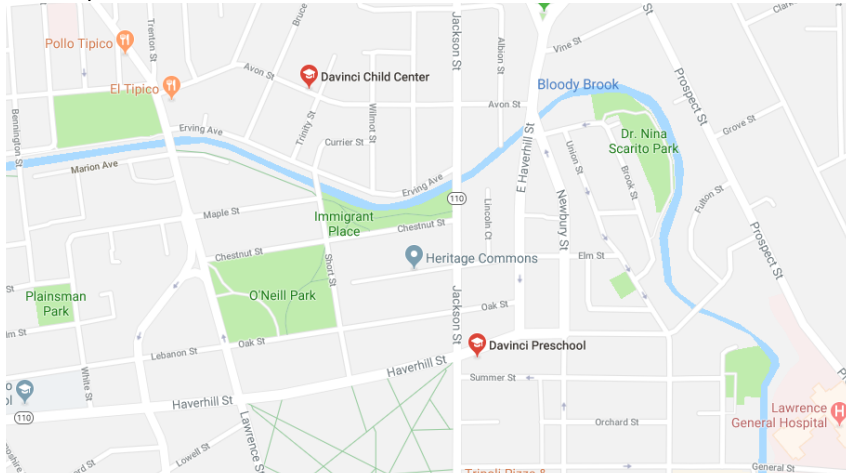


## WHO WE ARE

Parkside Children's Academy, formerly known as Davinci Preschool was founded in 2005 by Argentina and Jony Perez. Our center provides high-quality early childhood education and development programs that focus on health, safety and development of the whole child. The goals are to provide the kind of environment and variety of experiences that will allow your child to:

- Develop a sense of security, success and positive self-concept
- Develop self-control, responsibility and good manners
- Learn to socialize, to share and to cope with new relationships
- Make a successful and happy break from the home
- Develop an interest in learning
- Most importantly, have fun while learning

Our administration, teachers, and assistants are dedicated to the growth and welfare of your child. We are committed to making our center the best choice for your child. This Handbook contains information regarding center policies and helpful hints.



## CONTACT US: 978-683-2000

65 Jackson Street, Lawrence, MA 01840

(978) 683 – 2000

[admin@parksidechildren.org](mailto:admin@parksidechildren.org)

# HANDBOOK

## 2023



**Parkside Children's Academy**

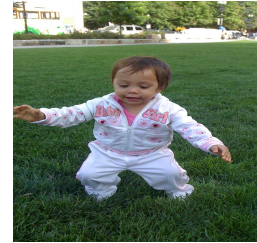
**PARKSIDE CHILDREN'S ACADEMY, LLC**

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## Our Services

### INFANTS AND TODDLERS



The following is an example of what your child's day is like in the Infant/Toddler program. Please note that this schedule will be adjusted to best meet the needs of each child and/or classroom.

- Free play (children choose from a variety of activities)
- Toileting and hand washing, snack
- Fine motor activities (painting, building blocks, etc.)
- Language activities (music, listening to stories, finger plays, etc.)
- Dramatic play (dress up, housekeeping area, props, etc.)
- Sensory activities (water play, sand table, etc.)
- Gross motor activities (outside if weather permits)
- Outside (weather permitting) or gym time indoors
- Quiet activities

### PRESCHOOL

We have selected the best areas from various early childhood methods for our preschool. Our curriculum and program emphasize and give equal importance to each area of development: intellectual, social, physical, and spiritual. These areas are incorporated throughout the daily schedule. Our schedule offers a balance between the following types of activities:



- active and quiet times...
- large group activities, small group activities...
- time to play alone or with others...
- indoor and outdoor play times...
- time for children to select their own activities...
- time for teacher-directed activities...

We give equal importance to the following routines:

- arrival and departure...
- meals and snacks...
- sleeping and resting...
- self-help skills such as toileting, dressing, washing hands...
- clean-up...



## Parkside Children's Academy

### **ORGANIZATION AND EEC AS THE LICENSING AUTHORITY**

Our Center is licensed by The Massachusetts Department of Early Education and Care and is staffed accordingly with certified early childhood professionals. Our professionals are trained in both First Aid and CPR. The Center's intake procedure includes a tour, discussion of the program and parent orientation of a required admission packet.

### **VOLUNTEERS / INTERNS**

Our center encourages volunteer participation. To volunteer at our center, the person must meet several requirements met by other staff members. In addition, all volunteers must meet the provision for compliance with EEC Background record check regulations. Volunteers will be under the direct supervision of an EEC qualified teacher at all times. Upon starting, the volunteer will receive staff orientation by the director of the center.

Our program is also open to college student interns to observe or to fulfill their practicum. Volunteers and Interns will not interact with an individual child one on one without written parent/guardian consent. Nor will anyone who does not work directly with Parkside Children's Academy have any personal information without written guardian consent. No person who does not directly work for Parkside Children's Academy will have responsibility for or be unsupervised with any child at any time, including high school early childhood education students.

### **LANGUAGES DESCRIPTION OF PRACTICES**

Parkside Children's Academy serves a large number of children and families with either limited proficiency in English or who are dual language learners, most of the population in Lawrence speaks Spanish as their primary language, our center has a diverse workforce which includes educators with differing primary languages.

### **HOURS**

The Center is open Monday through Friday from 7:30 am to 5:00 p.m. A consistent drop-off and pick-up time is essential for your child to feel secure in the Center. Parents are expected to bring their child into the building and see that the child is under the supervision of a teacher before leaving the premises.

**TRANSPORTATION POLICY**

Please refer to our program’s transportation plan for a detailed plan of transportation services provided.

**SIGN IN / PICK-UP**

Children must be walked to their classroom in the morning and acknowledged and supervised by a staff member before a parent/guardian leaves the building. Pick-up must be made by 5:00 p.m. After this time a late fee of \$1.00 per child per minute will be charged. There is a minimum late charge of \$5.00. We begin charging promptly at 5:00 p.m., as reflected on the school’s clocks.

**AUTHORIZED ADULTS**

Our staff will release your child only to people listed on the consent form. It is mandatory to phone the staff and notify us that someone other than yourself will be picking up your child. The person who will be picking up your child will be required to provide identification before your child is released.

**CLOSINGS**

We will make every attempt to inform parents by telephone in the event on an unforeseen closure. In the event of a snow emergency, every effort will be made to keep the Center open. Should we be forced to close during severe weather, it will be announced prior to 7:00 a.m. If you have any doubt, call the Center after 6:00 in the morning. If the weather conditions worsen during the day, the Center may be forced to close. In this case, all parents will be notified via telephone of the earlier closing... A Current Holiday Schedule is always posted on the Parent Bulletin Board. If your child is going on vacation, please notify the center director at least two weeks in advance. A yearly calendar is provided to the parents to assist with calendar information.

**HOLIDAYS/VACATIONS**

Our center is open 51 weeks a year but will be closed for the following holidays:

New Year’s Day	Martin Luther King Day	President’s Day
Patriot’s Day	Memorial Day	July 4 <sup>th</sup>
Labor Day	Native American Day	Thanksgiving
Day after Thanksgiving	Juneteenth	Christmas

**FEE SCHEDULE**

Tuition Fees are determined at the time of enrollment based on the current published fee schedule. The weekly rate is NOT reduced due to snow days, vacations, holidays or illness. All payments must be made prior to service, specifically 1 week. All fees must be paid in full before your child’s records will be released. We estimate a minimum annual tuition increase of 5%.



## SLEEP INFANT POLICY

In order to protect the health and welfare of children and in keeping with the intent of this regulation, every infant twelve months of age or younger enrolled in our program must be placed on his/her back for sleeping unless the child's health care professional orders otherwise in writing. In addition, no child under 12 months of age shall be napped in a crib, bassinet, port-a-crib or playpen containing pillows, comforters, stuffed animals or other soft, padded materials.

- Infants who use pacifiers will be offered the pacifier when they are placed to sleep. The pacifier will not be put back in their mouth if it falls out while the infant is asleep. Staff will check the pacifiers periodically for tears and clean and maintain them as required.
- After being placed on their back to sleep an infant who can easily turn over from back to front and front to back may remain in whatever position the prefer to sleep.
- The program will only use U.S. Consumer Product Safety Commission guidelines for safety-approved cribs and firm mattresses.
  - Each infant under 12 months of age is assigned to have their own individual crib.
  - Crib slats will be less than 2 3/8 inches apart.
  - Corner posts on cribs should not be higher than 1/16 of an inch.
  - Playpen/port-a-crib weave will be less than 1/4 inch.
- Staff is trained in the program's safe sleep policy and review the information with all staff periodically.



## CHILDREN SUPPLIES

A change of clothing must be kept at the Center. This should be appropriate for the season and the weather. The change should include pants, shirt, underwear and socks. If these go home dirty, please be sure to bring in a clean set the next day. All items brought to the Center must be labeled with an indelible marker and transported in a sturdy bag. A small pillow and blanket may accompany your child for rest time.

Toys and other personal belongings must be left at home unless your child's teacher approves the personal belonging. Personal belonging will only be approved for special events. Recommended show and tell toys are educational toys or theme oriented toys, which coincide with the classrooms current curriculum.

## HAND WASHING PROCEDURE

Our center recognizes the importance of hand washing as the first line of defense against infectious disease. Numerous studies have shown that unwashed hands are the primary carriers of infections. Why, how and how often you wash are more important than what you wash with. In order to promote a healthy and safe environment for the children and the staff, we recommend the following instruction:

1. Use running water, which drains out, not stopped-up water.
2. Avoid common containers of water to reduce spreading of germs.
3. Use liquid soap.
4. Use friction (rubbing hands together).
5. Clean under fingernails.



## DIAPER POLICY AND TOILET TRAINING

1. Select surface used only for diaper changing. Place disposable covering on surface. Always wear disposable gloves.
2. Lay child on changing surface. Never leave child unattended. Keep one hand on child at all times.
3. Remove soiled diaper, fold carefully. Place soiled bowel movement diaper in plastic bag, place in a sanitary diaper pail.
4. Wipe child's diaper area front to back using disposable wet wipes. Repeat with fresh wipes if necessary. For young infants with tender skin (less than 6 months) do not ever rinse children's bottoms at sink.
5. Put on dry diaper and clean clothing. Place soiled clothing in double plastic bag to be sent home.
6. Wash child's hands with soap and water. Assist child back to group.
7. Remove disposable covering and wash diapering surface with disinfectant solution.
8. Remove disposable gloves, wash hands. Record child's diapering on note and chart.
9. Remove contents of diaper pail when full. Replace liner each day.



## TOILET TRAINING POLICY

Potty training will be done in a relaxed manner with the family cooperation. We require that the child be at least 2 years of age and **must also** show signs of readiness. Positive reinforcements and consistency must be continued at home.

The child **must** be kept in pull-ups at all times. Please keep in mind that the activity level here at the center can distract your child from responding to an urge to use the potty, more so than at your home. Therefore we will use diapers until your child can and will announce that he/she need to use the bathroom and can control his/her bladder and bowels for a few minutes beyond that announcement. It is required that parents provide pull-ups, diaper and a few extra change of clothing.

### Proper Clothing

During potty training your child needs to be dressed in "User friendly" clothing as much as possible. The best items are shorts and pants with elastic waist

### Please avoid

Tight clothing, pants with snaps & zippers, overalls and belts

The clothes listed above can make it difficult for your child to reach the potty in time. Your child also needs to be able to pull his/her pants up and down and these items will hinder your child's ability to do so.

### Required Supplies

Two or three changes of clothing including socks (an extra pair of shoes if available)  
A bag of pull-ups – you will be notified when the supply is running low.

## POTTY TRAINING READINESS CHECKLIST

### Verbal Stages of Readiness

Basic verbal skills: The child is able to speak in three to four word sentences

1. The child tells you he/she has a wet diaper, recognized when he/she is wet.
2. The child tells you he/she is wetting recognize the sensation of being wet.
3. The child tells you he/she will wet can control herself and uses the potty.

### Potty Learning Schedule

For the first week, the child will be scheduled to use the Potty at consistent times of the day whether the child indicates the need to use the Potty or not.

Upon arrival at the center

Before and after breakfast

Before and after lunch

Before and after nap

Before and after going outside

Just before going home

### Physical and Psychological sign of readiness

1. Stays dry for a long period of time (the child is able to “hold” his/her urine and bowel movement).
2. Can recognize when diaper is wet or dirty
3. Has bowel movement at regular times
4. Adult can recognize when child is moving his/her bowels
5. Can undress and pull up own pants (teacher will help if necessary)
6. Initiates interest in using the potty and ask to wear underwear.
7. Wants to be independent which is very important for the process.
8. Child is emotionally ready and is open to learning
9. Child has an awareness and knowledge of the world beyond himself.
10. Can follow three and four step instructions
11. Can use consistent words or gestures to communicate.
12. Is able to physically get to the potty and sit on it without help.
13. Must show a willingness to want to sit on the potty and understand its function.

### Potty Training Policy Agreement

I have read the Potty Training Policy in its entirety and I agree.

Childs Name	
Mother's Name	Date

### **PROCEDURES FOR MEDICATION ADMINISTRATION**

**OUR STAFF WILL NOT ADMINISTER ANY KIND OF MEDICATION TO YOUR CHILD UNLESS YOU PROVIDE US WITH THE FOLLOWING.**

Parents must sign a consent form for any medication, prescription or over-the-counter diaper cream. We cannot administer any medication without a prescription label on the bottle and consent from you

All prescribed medication, may be administered to a child only with written parental authorization and written order of a physician, this need to include the label on the medication container and if medication is to be given more than twice a day or as needed. First dose needs to be given at home.



This statement shall be valid for no more than one year from the date signed. Parents will sign a statement authorizing the teacher to administer non-prescription topical such as sunscreen, diaper ointment, etc. All medication shall be labeled in its original container, with the child's name, the name of the drug and the directions for its administration and storage. All medication will be stored under proper conditions in a locked area.

A written record containing the name of any medication, (prescription, non-prescription or topical), the time, date, dosage, name of staff member administering the medication and the child's name is kept in the classroom while the child is receiving this care. The completed written medical record is kept in the child's file.

## NUTRITIOUS LUNCH/SNACK SUGGESTIONS

A morning and afternoon snack with juice are served to all children. Our program is currently working with USDA to provide free or reduced lunch to qualifying children. In the case where the child does not qualify for these free or reduced meals, parents are responsible for providing lunch for their child

We highly encourage parents to try to include at least one item from each of the following food groups whenever possible: Milk and Dairy Group, Fruits and Vegetable Group, Bread and Grains Group and Proteins and Meat Group. We enjoy the celebration of birthday parties at Parkside. If you wish to bring special snack for your child's birthday, please check with his/her teacher, since we must be protective of children with allergies, families' religions and dietary requirements.



To promote a safe environment for all students, Parkside implemented a "Nut Safe" policy because so many children have life threatening allergies. It is important to note that the safety of children with severe reactions requires the cooperation of the entire community. Please read carefully so that you fully understand the guidelines that will be in place.

1. All snacks provided by the Parkside will be free of peanuts/nuts.
2. Children must refrain from bringing in to school ANY products that contain peanuts/nuts. This includes all snacks as well as lunch items.
3. Any baked items brought in for celebrations should be nut-free, or should be store bought with the ingredient label intact.

**\*\*Please do not forget to label your containers, and do not send lunch in a glass container or dish. \*\***

**USDA PRIVACY ACT STATEMENT:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

**USDA NON-DISCRIMINATION STATEMENT:** The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.





## PROCEDURES FOR EMERGENCIES AND ILLNESS

All staff holds a current certificate in basic first aid by the American Red Cross or the American Heart Association.. Minor or **Non-Life Threatening:** Parents called at numbers listed on cover sheet and informed of the injury. A qualified staff will apply appropriated first aid and a written report will be sent home within 24 hours.

Major or **Life Threatening:** **911** will be called **immediately** for an ambulance. The child will be stabilized by a staff member and will not be moved from the site of the injury. A qualified staff and the child's record are transported with the child to the nearest hospital. Parents are called using the numbers listed on the enrollment forms. An accident report will be filed in either case.

## LOCATION OF THE POSTED HEALTH CARE POLICY

Parkside's Health Care Policy is located in our office and available to parents and inspecting institutions upon request. A copy of our policy will be given to parents during the admissions process.

## EMERGENCIES

Minor: Parents called at numbers listed on cover sheet and informed of the injury. A qualified staff will apply appropriated first aid and a written report will be sent home within 24 hours.

Major: **911** is called immediately for an ambulance. The child will be stabilized by a staff member and will not be moved from the site of the injury. A qualified staff and the child's record are transported with the child to the nearest hospital. Parents are called using the numbers listed on the enrollment forms. Poison Prevention Center: **1-800-682-9211**

### Listed below are some of the area hospitals

Lawrence General Hospital  
(ER, Walk-In Center)  
1 General Street  
Lawrence, MA 01842  
(978) 683-4000

Caritas Medical Center  
(Holy Family)  
70 East Street  
Methuen, MA 01844  
(978) 687-0156

## EMERGENCY HEALTH CARE AND ILLNESS EXCLUSION POLICIES

Since we cannot give any medication to your child without written permission from your physician, each time you take your child to the doctor, ask him/her to write a permission slip so that if medication is indicated you will not have to make an extra trip. All medicines to be given must be recorded in the medicine log in your child's classroom each day and stored in the kitchen. Be sure to notify your child's teacher of required medicines.

### **Please keep your child at home if these symptoms or conditions occur:**

1. Temperature of over 100 degrees in the past 24 hours. Exceptions may be an elevated temperature after immunization or prolonged physical activity.
2. Severe cold with a temperature elevation, sneezing, or nose drainage.
3. Diarrhea – liquid stool in the last 24 hours. **all children with diarrhea are not allowed to be at child care/ preschool until at least 24 hours after their last episode of diarrhea**
4. Continued, unexplained vomiting.
5. Rashes you cannot identify or a physician has not diagnosed.
6. Ear or throat infections diagnosed by a physician. If the child is being given an antibiotic, he or she should not return to school until the medication has been given for at least 24 hours.
7. It is important that you let us know if your child has been exposed to a contagious disease. Some of these are:

Measles	Conjunctivitis	Chicken Pox
Covid 19	Monkeypox	
Bronchitis	Mumps	Impetigo
	Head Lice	



You know your child. If he/she is acting differently, check him/her carefully before coming to school. If you have any doubt, call your doctor for advice. Children exhibiting symptoms of illness, that display clinging activity, will be sent home.

## STRATEGIES FOR BEHAVIORAL MANAGEMENT

Parkside Children's Academy's goal of the strategies for behavioral management is to assist and guide children in the development of self-control. It is constructive in nature, including such methods as diversion, praise for appropriate behavior, encouragement for effort, and separating the child from the situation.

A list of rules is posted in the room and frequently discussed so that expectations and limitations are clearly understood. Children are guided throughout their day by staff skilled in using positive behavior management and instructional strategies designed to keep everyone happy, successful, and safe. General Guidelines:

- **Prevention:** Prevention is the best technique. The classroom, materials and activities are carefully planned to help children meet our expectations.
- **Modeling:** We expect that children will grow in self-control and respect for others by watching adults and peers behave in positive, supportive cooperation and meaningful interactions.
- **Problem Solving:** We know that children want to be independent and have their decisions respected. We encourage children to test their ideas and provide a setting where their creativity can be used to help fit the needs of each other and the group.
- **Redirection:** Children will not be permitted to engage in behaviors that are potentially harmful to themselves, others in the classroom or our materials. Our approach is to help the child find some way to talk about or express the feelings that would not be harmful. Expression may take place through talking, physical activity or by having a quiet time.

Steps to Guidance:

1. First, a simple statement pointing out the circumstances surrounding the inappropriate behavior to give the child the chance to re-direct themselves.
2. If repeated, a child may be asked to choose between changing a behavior or changing their activity.
3. If the behavior continues, a child might be restricted from a particular activity all together.

4. A "thinking time" may be used if a child's actions are continuously inappropriate/dangerous to them self or others. This process includes a short period of time (1 minute/year of age) spent sitting on their own in order to allow him/her to regain composure.
5. Move the child to another class if you and the director feel this is a possible and appropriate solution.
6. If a child exhibits extremely dangerous or consistently inappropriate behavior, parents will be called and the child will be sent home for the day. Behavior Logs/Incident Action Plans will be kept. Director will schedule a parent/teacher conference.
7. If behavioral problems continue, treatments from outside agencies are ineffective, the program is unable to provide such treatment for the child or lack of parental cooperation and support this will then lead to dismissal from the program.

In addition,

- Corporal punishment shall not be used in any form.
- No child shall be subjected to cruel punishment, humiliation, verbal or physical abuse, neglect or abusive treatment.
- No child shall be denied food as a form of punishment.
- No child shall be punished for soiling, wetting, or not using the toilet.
- No forced feeding.

## REFERRAL SERVICES

Parkside Children's Academy will refer parents to appropriate social, mental health, educational and medical services should the teaching staff feel that an assessment for such additional services would benefit the child. The Director is responsible for reviewing these concerns and bringing them to the attention of the parents if a referral is deemed necessary or desirable. A parent may also choose to go through their pediatrician to seek outside agencies that could help their child. In our experience, the fastest way to have a child receive services is to contact the child's pediatrician and have them assist with the referral services. In the event that a parent prefers that our program perform the referral the following procedure will be followed:

- Teachers will document their observations of the child. Parkside uses Brightwheel app, which is reviewed with parents 3-4 times per year.

- The Director will provide the parent(s) a current list of referral resources in the community for children in need of social, mental health, educational or medical services. The following agencies are currently available in our area:
  - **Partners in Child Development**  
32 Osgood Street, Andover, MA 01810  
Phone: 978-475-3806, Fax: 978-475-6288
  - **Mentor Services - Lawrence**  
370 Merrimack Street, Building 5, Entrance F, Lawrence, MA  
Fax: 978-688-4901, REFERRAL LINE: 800-244-469  
**JECC Behavioral center**, LLC 978-289-7258 231 Sutton St.  
North Andover
- The Director will obtain written parental consent before the referral is made and maintain a written record of any referrals, including the parent conference and any follow-up conversations.
- The Director will follow-up the referral, with written parental consent, and contact the agency or service provider who evaluated the child for consultation and assistance in meeting the child's needs in the program. If it is determined that the child is not in need of services from this agency, or is ineligible, the Director will review the child's progress every 3 months to determine if another referral is necessary. Written record of any referral will be kept in the child's file.

#### **THERAPISTS VISITS**

Our program assists parents and children by providing a safe and familiar environment for children to receive therapist visits during childcare hours. In order to provide this service and continue to provide best care practices to others in the program, Parkside implements the following guidelines:

- Sign in and out log sheet for therapists.
- Parents communicate with director or educators to schedule the best times for services at Parkside.
- BRC is required when therapist is taking the child out of the classroom.
- Parkside will provide a separate space from classroom when the child receives therapy sessions more than an hour long per day, if needed.
- The maximum allowed therapists in the classroom at the same

- Parkside may request parents to have in home therapy when sessions hours aren't reasonable or interfere with other children's needs.
- We realize the benefits of supporting children with special needs and attempt to accommodate if appropriate and helpful for them; however, we can only provide such services when reasonable and beneficial to the class as a whole and do not cause undue burden to the program, staff and other children.

#### **SUSPENSION AND TERMINATION**

Parkside Children's Academy reserves the right to terminate any child not suited to the program. Circumstances under which termination may occur include but are not limited to:

- Child will be sent home for the day when behavior puts child, other children or staff in harms way.
- Child is not suited to the group of children enrolled. Child displays inability to adjust after sufficient time (4 weeks) has elapsed.
- Child has needs that require outside assistance and the staff is not equipped to meet these needs in a manner appropriate for the child or Parkside.
- Parent does not seem content with Parkside and has needs that require a program more conducive to their own philosophy of learning.
- Parents do not pay tuition on a timely basis will receive notice of termination.
- Immediate termination if parent becomes disrespectful, aggressive or violent.

Every effort will be made to make the transition as smooth and comfortable as possible for all involved parties. Parents will be given two weeks notice before termination is to begin unless the health and safety of children or staff is in jeopardy. Parents will also be given written documentation of the reasons for termination.

#### **PARENT CONFERENCES AND PROGRESS REPORTS**

Parkside makes staff available for individual conferences with parents at parent's request. At least every six (6) months Parkside meets with you to discuss your child's activities and participation in the program. Our program prepares a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months. Our progress reports include a section for parents to make recommendations regarding their child's progress.

## **TRANSITION PLANNING**

In order to proceed with transitioning a child, the parent must sign a parental permission form that includes teacher collaboration between each classroom. A transition meeting with the parents is scheduled and is intended to document the steps taken to assist the family and child in the transition process. Several factors are considered:

### **Skills needed by the child:**

- Are there skills the child needs to learn to be successful in the next environment, such as self-care needs, following directions, playing with others?
- Who will teach the skill to the child?
- What are the routines in which the child naturally will practice the skill?

### **Adaptations/Acquisition:**

- Are there changes that can be made in the child's current environment that will reflect the new environment, such as, stairs, seating, bathroom facilities, etc.?
- Are there toys, books, equipment or other objects to adapt or acquire which will be needed or used in the next environment, such as, feeding utensils, special seating, etc.?

## **POLICIES AND PARENTAL VISITS**

You have the right to visit the center and your child's room at any time while your child is present. Parents are welcomed and encouraged to join us for our in-house enrichment program and special events.

## **PROCEDURES FOR PARENTAL INPUTS**

The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress.

## **PREVENTION OF ABUSE AND NEGLECT POLICIES**

All center's staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment. Any staff member suspecting potential abuse or neglect is to report the incident to the Director or Assistant Director. Immediate action will be taken against the staff person. The staff person must be suspended until further action is rendered by the Department of Early Education and Care (DEEC).

If, for any reason, the staff cannot reach the Director or Assistant Director, the staff should go directly to the Department of Social Services by telephone (617) 331-6600 or after 5:00p.m. at 1-800-792-5200 and file a verbal report. The licensee's program administrator or Designee shall notify DEEC immediately after filing a 51A report, or learning that a 51A report has been filed, alleging abuse or neglect of a child while in the care of the program or during a program related activity.

## **PROCEDURES FOR CHILDREN'S RECORDS**

We place a high value on the confidentiality of each child's records. Consequently, we will not reveal the identity of one child who has engaged in an aggressive act against another, even at the request of the family whose child has been the target of that aggressive incident.

## **NOTIFICATION OF INJURY**

The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered.

## **CONFIDENTIALITY AND DISTRIBUTION OF RECORDS**

Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent.

## **AMENDING THE CHILD'S RECORD**

You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right request deletion or amendment of any information contained in your child's record.

## **TRANSFER OF RECORDS**

When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request. A parent or legal guardian may request a transfer of records. The request must be provided to the Program Director and has a 48-hour waiting period.

## **CHARGE FOR COPIES**

The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

## **ACCESS TO CURRENT EEC REGULATIONS**

The program must maintain a copy of the regulations, 102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you. Parents may contact The Massachusetts Department of Early Education and Care to inquire about our program at:



**MASSACHUSETTS**  
**Department of Early Education and Care**

Department of Early Education and Care

Att: Tim Donohue

360 Merrimack Street, Building 9, 3<sup>rd</sup> Floor, Lawrence, MA 01841

Tel. (978) 681 – 9684